



JOB DESCRIPTION

Title: **ASSISTANT PARK CENTER DIRECTOR**

Department: Park Center

Class Code: 5060

FLSA Status: Non-Exempt

Effective Date: October 27, 2003 (Rev. 2/2018)

Grade Number: 17

GENERAL PURPOSE

Under the general supervision of the Park Center Director, assists with professional duties consisting of, but not limited to planning, developing, coordinating, implementing, and supervising Center staff along with development and implementation of programs offered out of the Park Center.

EXAMPLE OF DUTIES

- *-- Assists Center Director in planning, organizing, developing, scheduling, enforcing rules, evaluating recreation, fitness, aquatics, child care, special events, facility rentals and assist with overseeing day to day operations of the facility.
- *-- Responsible for hiring, training, supervising, scheduling and evaluating part-time and seasonal personnel and volunteers; assigns work schedules. Trains staff on cash handling policies and balancing tills.
- *-- Schedules the Center facilities and supervises conditions of the facilities such as set-ups and breakdowns of facility equipment and resources, after hour rentals, gym rentals, event planning of the facility. Assists with security for the building and grounds, makes safety checks, and ensures safety of patrons.
- Conducts and attends a variety of training seminars, staff meetings, community and recreation meetings as needed. Coordinates with various community agencies and other city departments to provide opportunities which reduce juvenile crime through the use of youth programs and community involvement programs such as Youth Government and Community Crime Council.
- *-- Maintains inventory of supplies and equipment; distributes supplies and equipment, assists with ordering supplies and equipment for the Center and its programs.

- *-- Assists Center Director with preparing and administering individual program budgets as appropriate; monitors expenditures and payroll in accordance with established procedures. Acts as a backup for payroll for the community center.
- *-- Provides support with program registration, point of sale, facility booking, and membership registration for the Center; answers telephones, maintains correspondence with other divisions or agencies, administer rentals of the facility, assists with all financial transactions including deposits, cash drawer set-ups, balances daily money intakes, etc.
- *-- Responsible for implementation and maintenance of recreation management software, maintains online page, coordinates upgrades of the system, text messaging through the system, programs all phases of membership modules for the Park Center and recreation programs, maintains EFT processes in the system, POS and cash register programming at the front counter, deposits batch internet tills, and trouble shoots problems.
- *-- Performs duties as a Recreation Coordinator, including the planning, directing, and supervision of recreation programs at the Park Center.
- *-- Assists with the marketing and promotions of the facility and programs including selling memberships, preparing and distributing flyers, press releases, and brochures. Maintains web pages, newsletters, informational materials and creates other publications for the Park Center.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college with a bachelor's degree in recreation administration, physical education, or closely related field, and three (3) years experience in public recreation, or any equivalent combination of education and experience.

Special Requirements

- Must possess a valid Utah Driver's License; obtain first aid and CPR Certification within six (6) months of employment.
- Must be able to obtain certifications as needed for position.

Necessary Knowledge, Skills and Abilities

- Knowledge of word processing, desktop publishing, spreadsheets, and other recreation related computer software such as recreation management software, program key-boards, receipt printers, and program cash register keys.
- Considerable knowledge of developing programs and administering programs within a community recreation center.

- Ability to run the Recreation Center in Director's absence.
- Ability to prepare and administer budget, maintain records and prepare reports, and prepare training manuals for staff.
- Ability to work evenings, night shifts, split shifts, week-ends, and some holidays.
- Ability to establish and maintain effective working relationships with co-workers, the public, news media and other departments and agencies; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing; ability to direct the work of others.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs, fitness programs and swimming pools.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts, and pool mechanical systems. The employee may be occasionally exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, or moderate to loud when in the facility.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.